AppleWorks Forum

A Publication of **NAUG: *The National AppleWorks Users Group***

Volume VIII, No. 5 **Five Dollars**

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Support for AppleWorks and ///EZ Pieces Users

Decisions, Decisions...

As we mentioned in the March issue of the *AppleWorks Forum*, it is two years since **NAUG** last raised its membership dues. Over that time, the cost of producing and mailing the *AppleWorks Forum* increased by more than seven percent. The organization must now find ways to increase its revenue or reduce its costs.

The March editorial described three ways we can adjust our budget. We asked for your reactions to the three proposals and other suggestions and ideas you have to help the organization.

You Came Through

Your response to our request for feedback was phenomenal. We received hundreds of letters, cards, faxes, and electronic messages, most of which we treated as votes for one of the three alternatives. Many of you offered cogent and compelling support for your choices.

Here are some of your responses to our request for feedback and suggestions.

Proposal 1: Maintain the current publishing schedule and raise dues to $34.

One member indicated that reading the *AppleWorks Forum* was like sitting down with old friends over a cup of coffee. He pleaded with us to continue with our monthly publication schedule so he would not miss his friends over the summer.

Another member was sensitive to the financial concerns of his **NAUG** colleagues who could not afford or justify the increased dues. He offered to pay the increase for up to five of his **NAUG** colleagues.

Proposal 2: Maintain the current membership rate and eliminate the Members Helping Members and six other pages from each issue of the *AppleWorks Forum*.

The respondents who mentioned the Members Helping Members section were equally divided about the usefulness of this listing. A number of members wrote to suggest that we run one copy of the list annually. Others urged us not to change this section of the newsletter. One member suggested that we use a smaller typeface and smaller headlines and that we could fit all that we presently cover in a new 25% smaller newsletter.

Proposal 3: Publish ten 32-page issues of the *AppleWorks Forum* annually and reduce the dues to $30.

Two members wrote to say that they were living on fixed incomes and any increase in costs would be prohibitive. Others wrote to suggest that they were away from their computers during the summer and would not miss the summer issues. One member wrote to suggest that this was the best way to reduce future costs that might accrue from increased printing and mailing expenses.

We considered all the suggestions for improvements that you so kindly sent us; you had dozens of helpful and useful ideas. But there has to be a winner in all of this. Based on the number of responses we received...

And the Winner Is...

NAUG will now publish ten 32-page issues of the *AppleWorks Forum* annually. Issues will arrive every month except July and August, when we will publish combined June/July and August/September issues. As of June 1, **NAUG** dues will decrease to $30 per year.

We will automatically extend all memberships so that current members will receive the same number of issues of the *AppleWorks Forum* that we promised you when you sent in your last membership renewal. For example, memberships that expired at the end of September will now expire at the end of November. We will accept $31 12-issue membership renewals until June 1.

Thanks again to all of you who wrote and shared your ideas and thoughts. Your kind words and encouragement are most appreciated.

Letters to NAUG...

An Enhanced Appointment Calendar

Dear **NAUG**:

I entered the BASIC program in the February 1993 issue of the ***AppleWorks Forum*** that creates an appointment calendar. It worked great, but I had to go find a calendar to look up the day for January first.

That inspired me to enhance the program so it determines the day of the week on which January 1 will fall. Make the following modification to the program on page 5 of your February 1993 newsletter:

Replace lines 140 through 170 with the following:

```
140 Y2 = YR : IF Y2 > 1900 THEN Y2 = Y2 - 1900
150 LY = 0 : IF DM(2) = 29 THEN LY = 1
160 DW = INT(Y2/4) + Y2 + 2 - LY
170 IF DW > 7 THEN DW = DW - 7 : GOTO 160
```

Line 140 gets the last two digits of the year. Line 150 sets LY (Leap Year) to "1" if it is a leap year. You performed this check in line 130, so I used the result from that check.

Line 160 is the actual algorithm that does the work. The answer, when divided by seven, will have a remainder that is the correct day for January 1. This is accomplished by line 170, which is the easy (but slow) way to do the MOD function in AppleSoft. This will compute the correct day of the week for January 1 during this century.

I hope this makes sense. And I love the ***AppleWorks Forum***!

Robert M. Rowe
San Diego, California

The ***National AppleWorks Users Group*** **(NAUG)** is an association that supports AppleWorks users. **NAUG** provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through our newsletter entitled the ***AppleWorks Forum***.

Extending Ribbon Life

Dear Cathleen,

Here's a tip I learned at a conference a couple of years ago that can extend the life of your printer ribbons:

When your ribbon starts to print too light, store it in a plastic "zip-lock" bag for a few days with a cotton ball soaked in rubbing alcohol. The alcohol fumes cause the ink to bleed toward the edges, extending the life of the ribbon by about 25%. I also store my color ribbons the same way; it prolongs their use.

Gerri Moylan
Jefferson, Maine

[Ed: Thanks for the suggestion, Gerri. Extending the life of your ribbons is an ecologically and fiscally sound practice.

***NAUG** members looking for sources of inexpensive printer ribbons should consider MEI, a mail order firm in Columbus, Ohio. We find significant differences in the quality of the output from the ribbons sold by different companies. We like both the dark output and the $1.63 price of the MEI ribbons.*

MEI, 1100 Steelwood Road, Columbus, Ohio 43212; (800) 634-3478; Fax: (614) 486-6417.]

AppleWorks Forum

Editor: Cathleen Merritt
Associate Editor: Warren Williams
Page Layout: Nanette Luoma
Publisher: The National AppleWorks Users Group

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The **"AppleWorks Forum"** (ISSN 0893-4118) is published ten times annually for $30 per year by the National AppleWorks Users Group, 49068 Harvest Dr., Plymouth, MI 48170.
Second Class postage paid at Plymouth, MI, and additional mailing offices.
POSTMASTER: Send address changes to AppleWorks Forum, NAUG, Box 87453, Canton, MI 48187

Help with AE High Density Drives

Dear Cathleen,

A letter in the February issue of the ***AppleWorks Forum*** indicates that you cannot use the 1.6 megabyte capacity of the Applied Engineering high density drives under System 6.

I have some good news for Apple IIGS owners with these drives.

I use two 3.5-inch disk drives on my system. It's true that my Applied Engineering high density drive can only read or write 800K disks when I connect it as the first drive. However, connect the AE drive as the second drive after a standard 800K drive, and it will read and write 1.6 megabytes of data on high density diskettes and read/write 800K on standard disks. You can also connect 5.25-inch disk drives to the end of the daisy chain on your system.

But you must follow Applied's installation directions and replace the APPLEDISK3.5 driver in the /SYSTEM/DRIVERS folder on your hard drive with the AEHDDISK3.5 driver in the /SYSTEM /DRIVERS folder on the disk that Applied supplied with the high density drive.

Cyrus Poole, Jr.
Holmdel, New Jersey

[Ed: Ira Garvin, who reported the problem with the AE drives, confirms that Mr. Poole's configuration lets him use the high density capability of his drive.

Mr. Garvin originally experienced problems with this configuration, but it appears that the problem was a conflict between the Hierarchic init (which comes with Transprog III) and this hardware configuration. Removing the init solved the problem.

Owners of Applied Engineering high density drives should follow the procedures suggested in Mr. Poole's letter. If this set-up does not work, hold down the Shift Key to disable all the inits and accessories and re-boot your system. If that solves the problem, remove all the accessories from your system and add them back one at a time until you identify the source of the conflict.]

Member Now Uses a LaserJet

Dear Cathleen,

After reading the article "How to Use an HP LaserJet III with Your Apple II" in the December ***AppleWorks Forum***, I convinced the powers that be that it could be done. I now have an HP LaserJet IIIp which I used to print this letter. Thank you Cecil Fretwell *[Ed: the author of the December 1992 article]*!

Owners of LaserJet IIIp printers can use all the instructions in the original article with one exception. The interface card setting that works on my Apple IIGS is simply <Escape>, not <Escape E Escape &lØo as indicated in the article.

Don Paul
Columbia Basin College
Pasco, Washington

New Apple II's?

Dear **NAUG**,

Since Apple refuses to develop any new Apple II computers, why can't the Apple II community build its own? There are many talented engineers and programmers already in the II field that are capable of putting together a new machine.

For example, consider William Mensch, creator of the three different processors used in the Apple II series of computers. Mr. Mensch has repeatedly expressed interest in developing a new generation of Apple II computers. I also expect that there are enough Apple II engineers at Apple who would like to work on the project.

I suggest that all Apple II users write to Mensch and give him some moral support. If we don't come up for air now we are going to drown in Macs and PCs!

David McClay
Lucasville, Ohio

[Ed: William Mensch is President of Western Design Center, 2166 East Brown Road, Mesa, AZ 85213; (602) 962-4545; Fax: (602) 835-6442.]

How to Spell Check Your Data Base Files

by Cathleen Merritt and Roy Barrows

AppleWorks 3.0's powerful spell-checker makes it easy to produce error-free word processor documents. But did you know that you can also spell-check your data base files?

The trick is to move your entire data base into a word processor document, check the spelling, and move the corrected file back into the data base module. This article tells you how.

Two Methods

There are two ways to move the records; the approach you use depends on whether you deleted categories containing data from your multiple record layout.

The first method (the "Clipboard Method") uses the AppleWorks clipboard to transfer your data between the AppleWorks modules. This is the easiest way to transfer the data. However, you cannot use this method if you deleted categories that contain data from your multiple record layout or if you have limited memory in your computer. (You *can* use this method if you rearranged and changed the column widths in your multiple record layout display.)

Make certain that you save your file to disk before you use this method. Although the first author of this article uses this method regularly, the second author experiences occasional system lockups and "crashes" to the monitor when he uses the clipboard method. Saving your data preserves your work. If you experience a lockup or crash, reboot your computer, load the saved file onto your desktop, and use the "Text File Transfer" method described later in this article.

You must be patient with the speed of the clipboard operations; steps #4, 5, 7, and 8 can take up to two minutes when you work with large files. Walk away from your computer if you are transferring large files and are tempted to start pressing keys during these steps. On the other hand, if you waited five minutes and your system still displays the "Please wait" message, it is time to reboot and try the Text File Transfer method below.

The Clipboard Method

Follow these steps:

1. Issue an Apple-S command and save your file.
2. Display the records in multiple record layout. Then put the cursor at the beginning of the file and press Apple-I, the Return Key, and the Escape Key to insert a blank record.
3. Press the Down Arrow Key to put the cursor on the second record.
4. Press Apple-M and move all the non-blank records to the clipboard.
5. Create a new word processor document with any name and move the records from the clipboard.
6. Press Apple-V and spell check the file. Make certain you do not accidentally remove any tab characters from the file.
7. Press Apple-1 to return to the beginning of the document. Then press Apple-M and move the entire contents to the clipboard.

"Follow these steps to spell check your data base files."

Figure 1: Clipboard Transfer Macros

Instructions: Press <sa-V> while in the data base you want to verify. After you finish verifying, call the <sa-R> macro while in the temporary word processor file. That will copy the verified records back to the original data base file and will delete the temporary word processor file.

```
V:<adb:                          { A macro that copies the records to a word processor file.          }
c = peek #filecount:             { Set c equal to the number of files on the desktop.                 }
if c > 11 then:                  { If there are 12 files on the desktop...                            }
 bell:bell:                      { ...sound the bell...                                               }
 msg 'Desktop is full':          { ...display the message...                                          }
 stop:endif:                     { ...and end the macro.                                              }
q = peek #openfile:              { Otherwise, remember the current file number.                       }
zoom:                            { Switch to multiple record layout.                                  }
first:oa-1:                      { Go to first category in the first record.                          }
oa-I:rtn:first:                  { Insert a new blank record.                                         }
zoom:down:                       { Return to multiple record layout; move to the first non-blank record. }
oa-M:print "T":oa-9:rtn:         { Move all the non-blank records to the clipboard.                   }
oa-Q:esc:                        { Go to the Main Menu.                                               }
rtn:print 3:rtn:rtn:             { Choose "Add a word processor file".                                }
print "XXZZXX":rtn:              { Assign a name to the temporary file.                               }
oa-C:print "F">!                 { Copy the contents from the clipboard into this file.               }

R:<awp:                          { A macro that moves the verified records back to the original file. }
oa-1:oa-M:print "T":oa-9:rtn:    { Move the entire word processor file onto the clipboard.            }
poke 3180, 0:                    { Change the file status to "unchanged".                             }
oa-Q:esc:                        { Go to the Main Menu.                                               }
print "4":rtn:rtn:               { Delete the current file.                                           }
oa-Q:print q:rtn:                { Return to the original data base.                                  }
zoom:                            { Go to multiple record layout.                                      }
oa-M:print "F">!                 { Move the records from the clipboard.                               }
```

8. Press Apple-Q and return to the original data base file. Then press Apple-M and move all the records from the clipboard into the file.
9. Press Apple-9 and delete all the blank records from the end of the file.
10. Switch to single record layout and check if the transferred data appears in the correct categories. Then press Apple-S to save your work.

Text File Transfer Method

This method takes more time but works reliably with any data base file. Follow these steps:

1. With your data base file on the screen, press Apple-P and create a new tables format report "from scratch". Give the report any name you want. Do not change the column widths or the sequence of the categories.
2. Press Apple-P again and indicate that you want to print "A text (ASCII) file on disk".
3. Press the Return Key to accept the "Tabs between categories, Returns between records" default option.
4. Enter a pathname for the temporary file. For example, if you named your storage disk "DATA", enter the pathname /DATA/TEMP.
5. Press Apple-Q and then the Escape Key to return to the Main Menu. Then press the Return Key to indicate that you want to "Add files to the desktop".
6. Select option #3 ("Make a new file for the word processor") to access the Word Processor Menu. Then select #2, "From a text (ASCII) file". Select the correct file from the list and press the Return Key twice to display the file on your screen. Do not worry about the format of the document.
7. Press Apple-V and correct the spelling.

Figure 2: Text File Transfer Macros

Instructions: Set the current AppleWorks path to a drive or location with sufficient space to store your data. Then press <sa-T> while in the data base you want to verify. The macro will save a text file to the current path. After you finish verifying, press <sa-D> while in the temporary word processor file. That will transfer the verified records back to the original data base file and delete the work files, including the two text files that the macros saved to disk.

```
T:<adb:                          { A macro that moves the data base records into a word processor file. }
c = peek #filecount:             { Set c equal to the number of files on the desktop.                   }
if c > 10 then:                  { If there are more than 10 files on the desktop...                    }
 bell:bell:                      { ...sound the bell...                                                 }
 msg 'Desktop is full':stop:endif:{ ...display a message, and end the macro.                             }
q = peek #openfile:              { Otherwise, remember the current file number.                         }
$0 = 'Create a new "tables"'     { Set $0 to find this menu choice.                                     }
oa-P:find:rtn:rtn:               { Indicate that you want to create a new tables format report.         }
print "xxzzxx":rtn:              { Name the report.                                                     }
$0 = "A text (ASCII)"            { Set $0 to find this menu choice.                                     }
oa-P:find:rtn:rtn:               { Indicate that you want to print the text file.                       }
print "DBText":rtn:              { Name the text file.                                                  }
oa-Q:rtn:zoom:                   { Go to multiple record layout.                                        }
$0 = "xxzzxx":                   { Set $0 to find the right report.                                     }
oa-P:print "5":rtn:              { Choose to delete a report.                                           }
find:rtn:                        { Find the report.                                                     }
print "Y":rtn:                   { Delete the report.                                                   }
oa-Q:rtn:zoom:oa-1:              { Go to the first record in multiple record layout.                    }
oa-I:rtn:esc:                    { Insert a blank record.                                               }
oa-D:oa-9:rtn:                   { Delete all the non-blank records.                                    }
oa-Q:esc:rtn:                    { Go to "Add Files" screen.                                            }
print "3":rtn:down:rtn:          { Choose to create a new word processor file from a text file.         }
$0 = "DBText":find:rtn:rtn>!     { Select the text file and load it onto the desktop.                   }

D:<awp:                          { A macro that moves the records back to the original data base file.  }
oa-P:rtn:                        { Choose to print the entire file.                                     }
$0 = "A text":find:rtn:rtn:      { Choose to print the file as a text file.                             }
print "ADBText.2":rtn:           { Name the text file.                                                  }
poke 3180, 0:                    { Change the file status to "unchanged".                               }
oa-Q:esc:                        { Go to the Main Menu                                                  }
print "4":rtn:rtn:               { Delete the current file.                                             }
oa-Q:esc:rtn:                    { Add a file to the desktop.                                           }
print "4":rtn:down:rtn:          { Create a new data base file from a text file.                        }
$0 = "ADBText.2":find:rtn:rtn:rtn:{ Select the text file to add.                                        }
oa-C:print "T":oa-9:rtn:        { Copy the data base records to the clipboard.                         }
poke 3180, 0:                    { Set the file status to "unchanged".                                  }
oa-Q:esc:                        { Go to the Main Menu.                                                 }
print "4":rtn:rtn:               { Delete the current file.                                             }
oa-Q:esc:                        { Go to the Main Menu.                                                 }
up:up:rtn:up:up:up:rtn:          { Go to the delete file screen.                                        }
$0 = "ADBText.2":find:right:     { Delete the ADBText.2 file.                                           }
$0 = "DBText":find:right:rtn:    { Delete the DBText file.                                              }
print "Y":print "Y":            { Yes, delete the file.                                                }
oa-Q:print q:rtn:                { Return to the original data base.                                    }
$0 = "Press"                     { Set $0 so the find command looks for "Press".                        }
$1 = screen 1,24,5:              { Check if the bottom of the screen says "Press Space Bar to continue." }
if $1=$0                         { If it does, the data base file has no records...                     }
 spc:esc:zoom:endif:             { ...return to the data file and force multiple record layout display. }
 zoom:oa-M:print "F">!           { Go to multiple record layout and move the records from the clipboard. }
```

Now you will save the corrected file as a text file on your disk and use that file to create a new data base. Continue as follows:

8. Press Apple-P to print the file and press the Return Key to accept "Beginning".
9. Indicate that you want to print the file as "A text (ASCII) file on disk" and press the Return Key to accept "Standard text format with Tabs".
10. Enter the same pathname for the document. Press the letter "Y" in response to the "Destroy old?" question.

Now you will use this file to create a new data base.

11. Press Apple-Q and then the Escape Key to return to the Main Menu.
12. Press the Return Key to indicate that you want to "Add files to the desktop". Then choose option #4 to create a new data base file.
13. With the Data Base Menu on the screen, select choice #2, "From a text (ASCII) file" and select the file you just created from the word processor document. Press the Return Key to accept "Tabs between categories, Returns between records". Press the Return Key again to accept the default name for the file.

Finally, you will replace the data in the original file with the corrected data. Continue as follows:

14. With the new file on the screen, press Apple-C and copy all the records onto the clipboard.
15. Press Apple-Q and switch to the original file. Press Apple-1 to jump to the first record. Then insert a blank record by pressing Apple-I, pressing the Return Key, and pressing the Escape Key.
16. Delete all the non-blank records from the file.
17. Press Apple-M and move all the corrected records from the clipboard into the file. Then delete the blank record from the end of the file.
18. Press Apple-S to save your work.

Conclusion

Spell checking a data base file is easier to do than to describe; once you know the steps, you can check most data base files in less than fifteen minutes.

The macros in *Figures 1* and *2* automate the process. You can use these macros with UltraMacros 3.1 and Ultra 4.2. Just add the macros to your default set, recompile, and press <sa-V> to automate the spell checking process. Be patient when you run the macros in *Figure 1*; the clipboard operations can take time when you work with a large data base file.

*[Cathleen Merritt is the Director of **NAUG** and Editor of the **AppleWorks Forum**.]*

[Roy Barrows is a writer and developer of macro-based enhancements for AppleWorks.]

*[A copy of these macros appears on this month's issue of **NAUG on Disk**, which costs $10 from **NAUG**. The macros require AppleWorks 3.0 enhanced with UltraMacros 3.1 or Ultra 4.2. **NAUG on Disk** comes on a 3.5-inch disk.]*

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Pointless 2.0.1: Better Font Management for Your Apple IIGS

by William C. Roemer

WestCode's Pointless program brings TrueType technology to the Apple IIGS. As described in the review of Pointless published in the July 1992 ***AppleWorks Forum***, Pointless can dramatically improve your screen displays and printed output from AppleWorks GS, BeagleWrite GS, GraphicWriter III, and most other 16-bit Apple IIGS programs.

WestCode is now shipping Pointless 2.0.1, the first major upgrade to this valuable font-enhancement technology. Version 2.0.1 is significantly faster, requires less memory, and is easier to use than earlier versions of Pointless.

This article reviews some of the new features added to version 2.0.1. See the July 1992 article for a complete description of Pointless and samples of the output you can generate with Pointless installed in your system.

It's Faster

Pointless 2.0.1 uses a faster font creation algorithm and a new way to generate your fonts. Earlier versions of Pointless generated a complete set of characters the first time you used a single character in a typeface. Pointless 2.0.1 generates each individual character "on the fly" the first time you type that character. That dramatically enhances the speed of Pointless and reduces the amount of memory required by the program.

Meanwhile, the printed output from Pointless is as outstanding as ever (see *Figure 1*).

Figure 1: Sample ImageWriter Output

Figure 1A: Output without Pointless

This is 13-point New York output from an ImageWriter with Pointless turned off.

Figure 1B: Output with Pointless

This is 13-point New York output from an ImageWriter with Pointless turned on.

Figure 2: Pointless Control Panels

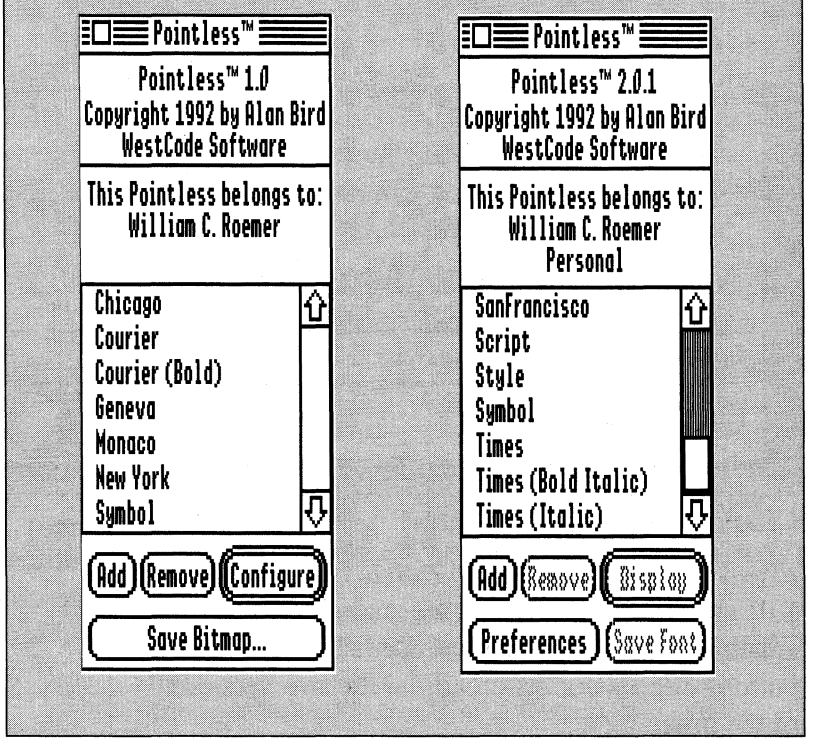


Figure 3: Display Window with "Sizes" Checked

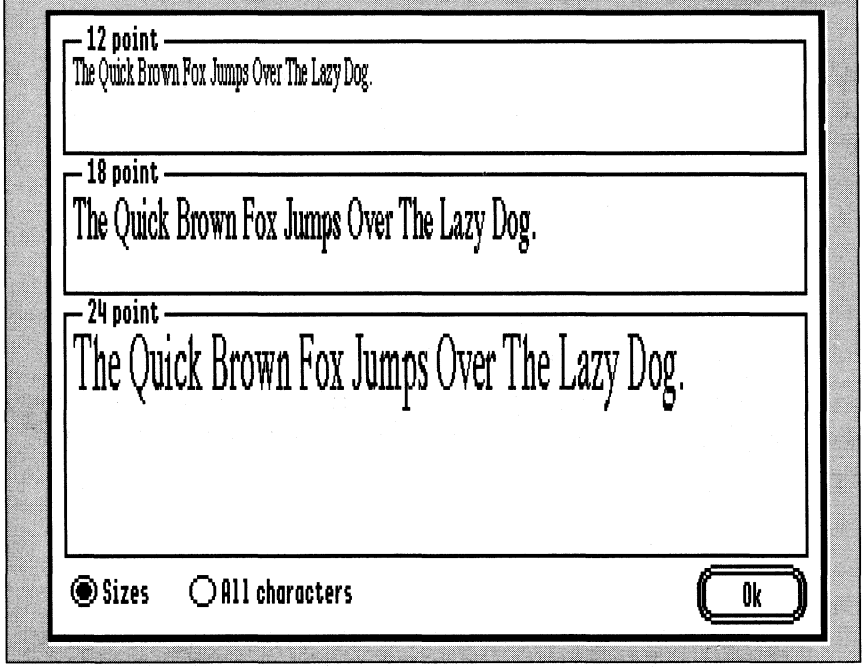
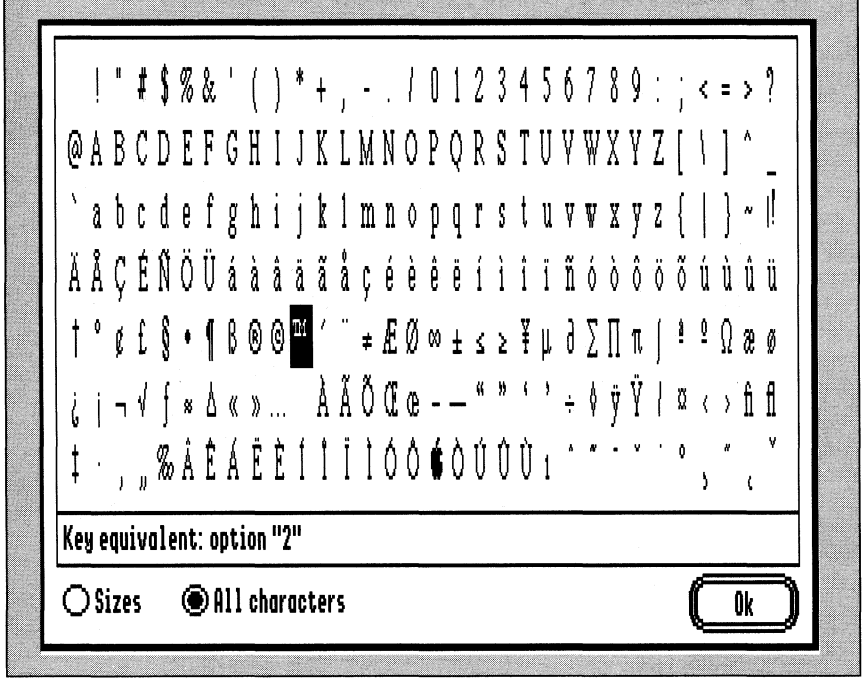


Figure 4: Keystroke Equivalents with "All Characters" Selected



Changes to the Control Panel

Figure 2 shows the Control Panels from Pointless 1.01 and 2.0.1. As you can see, some of the buttons are changed and others eliminated. The unchanged buttons often work differently in the two versions of the program.

For example, Pointless 2.0.1 does not need a Configure button since the program lets you use all the regular and extended characters in a font. Instead, Pointless 2.0.1 offers a Display button that displays a sample of the TrueType font you specify.

Clicking on the Sizes button at the bottom of the Display Window tells Pointless to display 12, 18, and 24 point samples of the font (see *Figure 3*).

The All Characters button at the bottom of the Display Window tells Pointless to display all the standard and extended characters in the font. You can then click on a character and Pointless displays the keystroke that generates the character. (For example, *Figure 4* shows that pressing Option-2 generates the extended character "™" in the Times font.) This feature makes it easier to access the extended characters available in most TrueType fonts.

Preferences

The Preferences button lets you differentiate between the TrueType and bitmapped fonts that appear in the Font Menu in your applications. *Figure 5* shows the AppleWorks GS Font Menu with Pointless displaying the bitmapped fonts in italics and the TrueType fonts in bold.

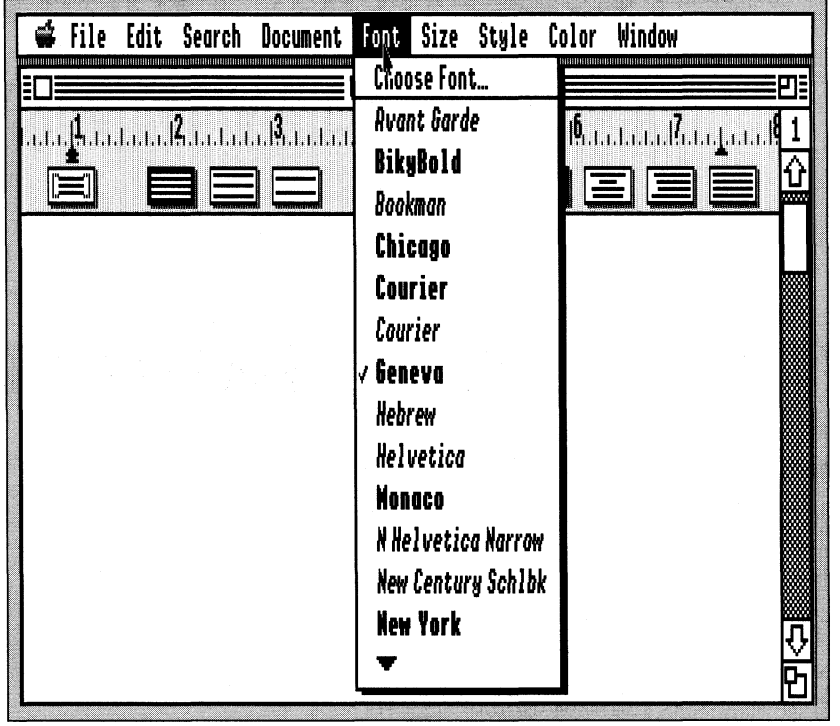
Checking the "Use bitmapped sizes if available" box tells Pointless to search the System/Fonts folder for a bitmapped font before generating the requested font. (That is how the earlier versions of Pointless work.) Leaving the box unchecked tells Pointless to use only TrueType fonts. Since Pointless 2.0.1 generates all its characters "on the fly", you do not need to check this box unless you regularly use a specific font.

The Save Font button in Pointless 2.0.1 performs the same function as the Save Bitmap button in

version 1.01. This feature lets you save bitmapped images of TrueType fonts for use with non-GS/OS applications such as Publish-It and TimeOut SuperFonts. Pointless 2.0.1 includes a thermometer to help you monitor the progress of this operation.

You will rarely use the Add and Remove buttons in Pointless 2.0.1. The new version of Pointless automatically updates its font list every time you add or delete fonts from the System/Fonts folder. Therefore, the only time you need these buttons is to access fonts stored in locations other than the System/Fonts folder. That capability makes it convenient to keep your rarely used fonts in a separate subdirectory on your drive rather than cluttering up your System folder with these fonts.

Figure 5: AppleWorks GS Font Menu



Documentation

Pointless 2.0.1 includes a 21-page update booklet that documents the new features. It is well written and easy to understand, but its small size (5-inches x 5-inches) makes it easy to misplace or lose. I suggest that you attach it permanently to the inside cover of the original Pointless manual.

Easy Installation

Installing Pointless 2.0.1 is easy if you follow the directions. Owners upgrading from Pointless 1.01 will find the process automatic; just select "Update Pointless" from the Installer Menu and the new disk will install Pointless 2.0.1 in your system. Reboot your computer to use the new system.

Conclusion

Pointless 2.0.1's almost instantaneous character generation is worth the $19.95 upgrade price for the program. The other new features make it a real bargain. If you use Pointless, you should upgrade to 2.0.1.

[William C. Roemer is an attorney practicing in New Jersey and is also admitted to the Bar in the District of Columbia.]

[Pointless 2.0.1 lists for $69.95. Owners of earlier versions of Pointless can upgrade to version 2.0.1 for $19.95 plus $3 s/h directly from WestCode. WestCode also offers its TypeWest TrueType font pack, a collection of 40 attractive TrueType font families, for $29.95 (list: $49.95) plus $2.50 s/h when ordered with the Pointless upgrade.

***NAUG** members can buy Pointless 2.0.1 directly from **NAUG** for $45.95 plus $3.50 s/h. The TypeWest package costs $22 including shipping when ordered with Pointless. **NAUG** members who already own Pointless can buy the TypeWest fonts for $34.95 plus $3.50 s/h from **NAUG**.]*

[WestCode Software, 15050 Avenue of Science, Suite 112, San Diego, California 92128; (800) 448-4250; Technical Support: (619) 487-9200; Fax: (619) 487-9255.]

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Keep Your Business Travel Records with AppleWorks

by Stan Hecker

Those of us who use our cars for business must keep records to justify our reimbursements, tax deductions, and depreciation. This month's template, based on work submitted by Jon Person of Bismarck, North Dakota, makes it easy to keep those records.

The template includes the data entry screen in *Figure 1* and a report format that produces reimbursement reports like the example in *Figure 2*.

I will assume that you know how to use the basic features of the data base module. *[Ed: Beginners should start by reading the 24-page booklet entitled "How to Get Started with the Data Base", which costs $5 plus $1.50 s/h from* ***NAUG****.]* Save your file to disk frequently as you work.

Building the Template

Follow these steps to create the template:

1. Create a new AppleWorks data base file called BUSI.TRAVEL. Enter the categories in *Figure 3*. You can use the extra categories (XA, XB, XC, etc.) for the names of customers or for other purposes.

   You should define all 30 data base categories. Later, if you need an additional category, you can rename one of the extra categories without losing your report formats and custom screen layouts.

Figure 1: Single Record Layout

```
File: BUSI.TRAVEL              REVIEW/ADD/CHANGE              Escape: Main Menu
Selection: All records

Record 1 of 1  (1 selected)
================================================================================
  DATE: Feb 14 93               ODOMETER START: 28333.6
 RUN #: 1                         ODOMETER END: 28341.5
 STOPS: 1

MILES PAID: -
   $$ PAID: -

NOTE1: Took samples to advertising agency for Mr. B's office.
NOTE2: -
NOTE3: -
                  XA: - XB: - XC: - XD: - XE: - XF: - XG: - XH: - XI: - XJ:
                  XK: - XL: - XM: - XN: - XO: - XP: - XQ: - XR: - XS: - XT:
--------------------------------------------------------------------------------
Type entry or use    commands                                    374K Avail.
```

Figure 2: Reimbursement Request Report

```
File:   BUSI.TRAVEL                                                  Page 1
Report: REIMBURSEMENT TABLE                                          4/04/93
Selection: DATE is after  Feb 28 93
  and      DATE is before Apr  1 93
  and      RUN # is not blank

DATE      RUN #  ODOMETER START  ODOMETER END  TOT MILES REIMBURSABLE $$
--------- ------ --------------- ------------ ---------- ---------------
Mar  6 93      1         28934.1       28939.1        5.0            1.25
                                                      5.0            1.25
Mar 23 93      1         29002.5       29007.9        5.4            1.35
Mar 23 93      2         29009.0       29015.9        6.9            1.73
                                                     12.3            3.08
Mar 24 93      1         29020.4       29024.4        4.0            1.00
                                                      4.0            1.00
Mar 25 93      1         29028.7       29040.7       12.0            3.00
                                                     12.0            3.00
Mar 27 93      1         29152.1       29160.6        8.5            2.12
                                                      8.5            2.12
Mar 30 93      1         29165.3       29175.3       10.0            2.50
                                                     10.0            2.50
Mar 31 93      1         29182.4       29192.4       10.0            2.50
                                                     10.0            2.50
                                                     61.8*          15.45*
```

Figure 3: Data Base Categories

```
File: BUSI.TRAVEL          CHANGE NAME/CATEGORY      Escape: Restore former entry


Category names
================================================================================
DATE                    XF                    |
RUN #                   XG                    | Options:
STOPS                   XH                    |
ODOMETER START          XI                    | Change category name
ODOMETER END            XJ                    | Up arrow   Go to previous category
MILES PAID              XK                    |   -D        Delete this category
$$ PAID                 XL                    |
NOTE1                   XM                    |
NOTE2                   XN                    |
NOTE3                   XO                    |
XA                      XP                    |
XB                      XQ                    |
XC                      XR                    |
XD                      XS                    |
XE                      XT                    |
--------------------------------------------------------------------------------
Type entry or use    commands                                    374K Avail.
```

Figure 4: Changing the Multiple Record Layout

```
File: BUSI.TRAVEL          CHANGE RECORD LAYOUT      Escape: Review/Add/Change


================================================================================

                  --> or <--  Move cursor
                   >      <   Switch category positions
                  -->    <--  Change column width
                    -D         Delete this category
                    -I         Insert a previously deleted category

--------------------------------------------------------------------------------

DATE      RUN #  STOPS  ODOMETER START  ODOMETER END  MILES PAID  $$ PAID M
--------- ------ ------ --------------- ------------ ----------- ------- A
Feb 13 93 1      1      28333.6         28341.5                           R
                                                                         G
                                                                         I
                                                                         N
--------------------------------------------------------------------------------
Use options shown above to change record layout                 374K Avail.
```

2. Press the Escape Key, the Space Bar, and enter sample data into one record in Insert New Records mode.
3. Press the Escape Key to access the Review/Add/Change screen.
4. Press Apple-L, then use the Open-Apple Key and cursor movements to change the single record layout to match the example in *Figure 1*. *[Ed: UltraMacros owners can use a mouse to rearrange the categories.]* Then press the Escape Key and select choice #2, "Left to right, top to bottom."
5. Switch to multiple record layout, press Apple-L, and change the multiple record layout so it looks like the example in *Figure 4*. Delete all the extra and note categories from this layout. Then press the Escape Key and select "Right" in response to the "What direction should the cursor go?" prompt.

The Reports

Now you will create two report formats. One report contains all the data. The second is a "periodic report" that you submit for reimbursement on some set schedule. I will assume that you submit the periodic report once a month to request reimbursement at the rate of 25 cents per mile. Continue as follows:

6. Press Apple-P and create a tables format report from the current multiple record layout. Name the report "Complete Table".
7. Use the Apple-J command to right-justify the RUN # and STOPS categories, with no decimal places. In this step and the others below, always specify one blank space following the category.
8. Use the Apple-J command to right-justify the ODOMETER START, ODOMETER END, and MILES PAID categories. Allow one decimal place.

Now you will define a calculated category that will display the total miles driven in each trip. Continue as follows:

9. With the cursor on the MILES PAID category, press Apple-K to define a calculated category. Call the new category TOT MILES (See *Figure 5*). Define the category as "E-D" (ODOMETER END minus ODOMETER START). Specify one decimal place.

Figure 5: Defining a Calculated Category

```
File: BUSI.TRAVEL              DEFINE CALCULATED          Escape: Erase entry
Report: Complete Table
Selection: All records


Group totals on: DATE
================================================================================
--> or <--  Move cursor                      -J  Right justify this category
 >      <   Switch category positions        -K  Define a calculated category
-->    <--  Change column width              -N  Change report name and/or title
 -A  Arrange (sort) on this category         -O  Printer options
 -D  Delete this category                    -P  Print the report
 -G  Add/remove group totals                 -R  Change record selection rules
 -I  Insert a prev. deleted category         -T  Add/remove category totals
--------------------------------------------------------------------------------

DATE       RUN #  STOPS  ODOMETER START  ODOMETER END  TOT MILES    MILES PAID
-A-------- -B---- -C---- -D------------- -E----------- -F---------- -G---------
 Mar  6 93 999999 999999    9999999999.9  9999999999.9   9999999999 999999999.9
 Mar 23 93 999999 999999    9999999999.9  9999999999.9   9999999999 999999999.9
 Mar 23 93 999999 999999    9999999999.9  9999999999.9   9999999999 999999999.9

--------------------------------------------------------------------------------
Type calculation rules (Example: A+B+C/5.75):  E-D                  374K Avail.
```

10. Use the Apple-J command to right-justify the $$ PAID category. Specify two decimal places.
11. Use the Apple-T command to create totals for the TOT MILES, MILES PAID, and $$ PAID categories.
12. Return to the DATE category and press Apple-G to define group totals. Respond "No" to the "Print Group Totals Only?" and "Go to a new page after each group total?" questions.

Now you will narrow the columns to match the example in *Figure 5*.

13. Reduce the width of each column to leave one space after each column title. You can narrow the report further by removing one more character from each column.
14. Issue an Apple-O command, specify 12 characters per inch, a 0.4-inch left margin and a 0.1-inch right margin.

That completes the report layout. Press the Escape Key twice to return to the Report Menu screen.

The Reimbursement Report

Now you will create the monthly report that you will submit for reimbursement. Proceed as follows:

1. With the Report Menu on your screen, choose #4, "Duplicate an existing format". Press the Return Key to select "Complete Table", and call the new report "Reimbursement Table".
2. Use the Apple-D command to delete the STOPS, MILES PAID, and $$ PAID categories.
3. Press Apple-K and create a calculated category called REIMBURSABLE $$. Enter the formula E*.25 (TOT MILES times 25 cents per mile), with two decimal places. Substitute your own reimbursement rate for ".25" in this formula.
4. Use the Apple-T command to total this category with two decimal places.
5. Use the Apple-O command to set the characters per inch to 10. This is a narrower report that will print easily on an 8-inch platen.
6. Press Apple-Q followed by the Return Key to display the data in multiple record layout.

Protect Your Work

Now you should save the template and protect your work by locking the file with TimeOut FileMaster, Copy II+, BASIC, or any other disk utility program. *[Ed: For step-by-step directions, see the article entitle "How to Lock Your Templates" in the May 1991 issue of the* ***AppleWorks Forum****.]*

Using the Template

Follow these steps to use the template:

1. Load the template onto your AppleWorks desktop. Issue an Apple-N command and assign some meaningful name (such as TRAV.EXP.93) to your file. Then press the Escape Key.
2. Enter the data for each trip in the single record layout.
3. When you receive your reimbursement, enter the date of the reimbursement, the number of miles reimbursed, and the amount of the payment.

4. Use the Apple-A command to sort the records by the contents of the DATE category. Then print the "Complete Table" report to check your entries. That report makes it easy to find your errors. For example, an 8,000-mile business trip in a single day suggests that you transposed some digits when you entered the odometer readings.

Printing a Reimbursement Report

Follow these steps to print a reimbursement report:

1. Use the Apple-A command to sort the records by the contents of the DATE category.
2. Press Apple-P and select the reimbursement report.

Now you must select the records you want to print in your report and exclude the records that show reimbursements you received. Continue as follows:

3. Issue an Apple-R command and:
   A. Select the DATE category, choose "is after", and enter the day before the starting date for the report.
   B. Select "and", once again choose the DATE category, select "is before", and enter an ending date for the report.
   C. Choose "and", choose the RUN # category, and specify "Is Not Blank". (The RUN # category is blank in every record that lists a reimbursement. This step will exclude those records from your report.)

Your selection rules should look like this:

```
Selection: DATE is after  Feb 28 93
  and      DATE is before  Apr  1 93
  and      RUN # is not blank
```

4. Issue another Apple-P command and print the report.

Conclusion

As you can see, Mr. Person's template demonstrates how you can use AppleWorks to create easy-to-use templates that ease your daily tasks. Think about the tasks you perform and you might discover other useful ways that AppleWorks can ease your burden.

[Stan Hecker is on the administrative staff at Michigan State University, East Lansing, Michigan, and is a partner in H&H Consulting, a Michigan concern specializing in school district financial and population analyses.]

[Jon Person is a retired school teacher who enjoys working with AppleWorks.]

*[A working copy of this template appears on this month's issue of **NAUG on Disk**. **NAUG on Disk** costs $10 from **NAUG** and requires a 3.5-inch disk drive. This Business Travel Template is also available on a 5.25-inch disk for $4 plus $2 s/h from **NAUG**'s Public Domain Library.]*

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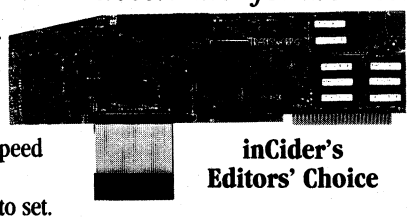

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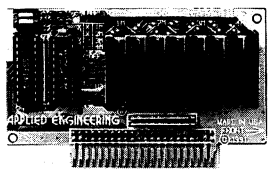

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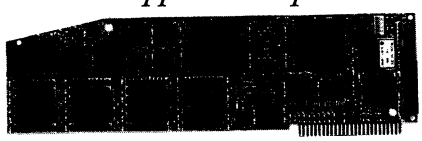

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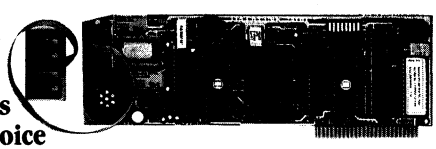

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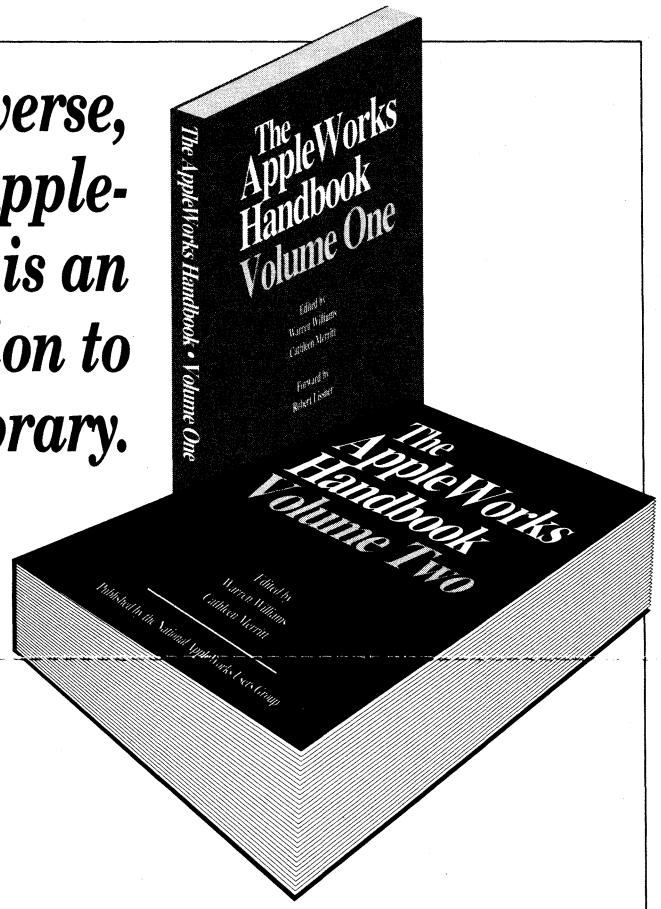

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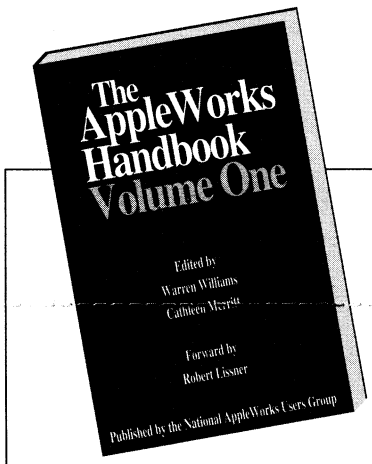

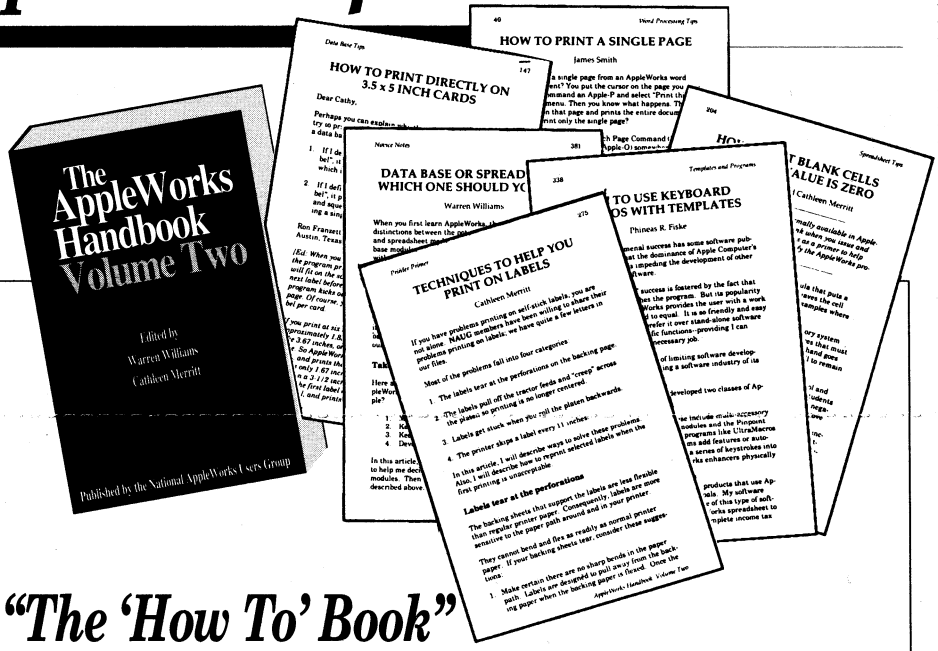

"The Essentials"

Volume One of the AppleWorks Handbook should be in every AppleWorks user's professional library. More than 50 articles help you:

- *Answer the most frequently asked questions and solve the most common AppleWorks problems.*
- *Configure AppleWorks for optimum use of your printer, RAM card, and other hardware.*
- *Select and use popular software enhancements.*

"The 'How To' Book"

Volume Two of the AppleWorks Handbook presents more than 500 pages of "How To" ideas to help you get more from AppleWorks. These ideas are indispensible for users who want to expand their application of AppleWorks and learn work-arounds that overcome the program's limitations. More than 200 articles help you:

- *Find answers to AppleWorks questions.*
- *Broaden your understanding of the AppleWorks modules.*
- *Learn new applications for the program.*
- *Select the best AppleWorks enhancements.*

If you use your Apple II as a productivity tool, you will appreciate this book; the articles are practical and cover a wide range of important applications.

Mail to: National AppleWorks Users Group, Box 87453, Canton, Michigan 48187, (313) 454-1115; Fax: (313) 454-1965.
Payment must accompany purchase orders. Prices are in U.S. funds. Foreign orders by credit card only, postage additional. Specify surface or air.

Special NAUG member prices valid through July 15, 1993:

- ☐ Send me the *AppleWorks Handbook: Volume One*. Enclosed is $10.17 (regularly $16.95) + $3.50 shipping.
- ☐ Send me the *AppleWorks Handbook: Volume Two*. Enclosed is $16.77 (regularly $27.95) + $3.50 shipping.
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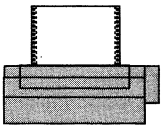

Express 2.0 is Seven Hill Software's new Apple IIGS print spooler that can dramatically enhance the performance of your 16-bit programs. Select "Print" with your programs and Express spools your document onto your hard disk. It then returns control of your computer to you, letting you work while Express supervises the printing.

Express 2.0 requires an Apple IIGS equipped with a hard drive, GS/OS 5.0.3 or later, and any direct connect printer except a StyleWriter. This offer expires June 1, 1993.

List Price:	$49.95
NAUG Special:	**$34.95**

— **NAUG** Policy: Satisfaction guaranteed or your money back. —

NEW!

NAUG Public Domain Catalog

The 1993-1994 Public Domain Catalog is ready. **NAUG**'s new 64-page Public Domain Catalog lists hundreds of templates, fonts, AppleWorks enhancements and utilities that are available from **NAUG**. These files can dramatically increase your productivity with AppleWorks.

The catalog costs $5 and includes a rebate coupon worth $2, valid on your first order of public domain disks.

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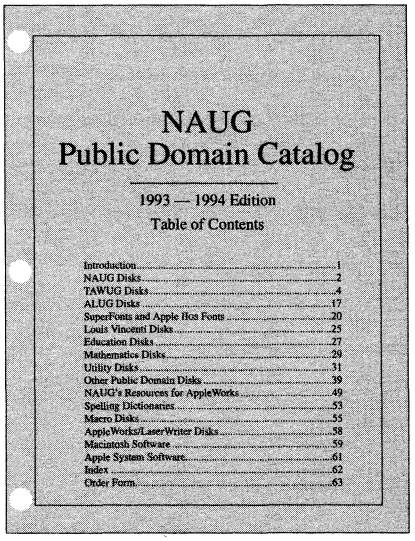

NAUG
Public Domain Catalog

1993 — 1994 Edition

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You've waited for the last time! Add Switch-It! to your Apple IIGS system and you can instantly switch between programs. Select the 16-bit application you want from your new Switch-It! Menu and the program and all your data instantly appear on the screen.

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See the review of Switch-It! in the April 1993 issue of the ***AppleWorks Forum***.

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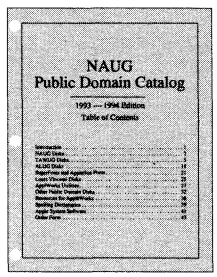

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Switch-It! requires an Apple IIGS running System 6 and equipped with two megabytes of memory (4 meg recommended) and at least one 3.5-inch disk drive (hard disk recommended). Payment must accompany purchase orders. International orders by credit card only. International postage additional; specify air or surface delivery.

A Macro that Calculates and Inserts Indents

by Keith Johnson

Pressing <oa-O> and typing "IN" invokes AppleWorks' word processor's Indent Command. That command lets you set the number of spaces that AppleWorks indents the second and all subsequent lines of a paragraph. You can use these indents to create "hanging paragraphs", like the examples in *Figure 1*. The first line in each paragraph goes to the left margin. The second and all following lines start 13 characters from that margin.

Hanging paragraphs are useful for anyone who creates lists, test items, or "bulleted paragraphs".

But deciding the number of characters to indent each paragraph involves counting and some trial and error.

Fortunately, long time **NAUG** member Ira Lieberman developed a way to get UltraMacros to automatically calculate the number of spaces for the indent.

How to Use the Macro

Follow these steps to use the macro:

1. Type the macro in *Figure 2* into your macro file.
2. Compile the file and save it as your default macro set. *[Ed: Step-by-step directions for adding a macro to your default macro set appear on page 19 of the April 1993 issue of the **AppleWorks Forum**.]*
3. Press <sa-I> when you want to insert an Indent Command. Then use the right and left arrow keys to put the cursor in the column where you want the first indented character to appear. Press the Return Key, and the macro will insert the correct Indent Command in your document.

Pressing <ctrl-@> (Control-Shift-2) cancels the macro.

Figure 1: A "Hanging Paragraph"

```
File: GETTYSBURG                REVIEW/ADD/CHANGE              Escape: Main Menu
=====<====<====<====<====<====<====<====<====<====<====<====<====<====<====<===
--------Chars per Inch: 12 chars
--------Indent: 13 chars
Sentence #1: Four score and seven years ago, our forefathers brought
             forth onto this continent a new nation conceived in liberty
             and dedicated to the proposition that all men are created
             equal.
Sentence #2: Now we are engaged in a great civil war testing whether
             that nation, or any nation so conceived and so dedicated,
             can long endure.
Sentence #3: We are met on a great battlefield of that war.
Sentence #4: We have come to dedicate a portion of that field as a final
             resting-place for those who here gave their lives that that
             nation might live.

Left Margin   Second and all following lines indented 13 spaces.
-------------------------------------------------------------------------------
Type entry or use    commands              Line 1  Column  1          58K
```

Figure 2: Macro that Calculates and Inserts Indent Command

```
I:<awp><          { Define a word processor macro.                          }
 msg ' Position cursor, press Return (Ctrl-@ to escape) ':
                  { Display these instructions.                             }
 input :          { Let the user move the cursor.                           }
 posn c, r :      { Read the cursor position into variables c and r.        }
 c = c - 1 :      { Convert the column value to the correct indent value.   }
 oa-O>IN<rtn :    { Issue an Indent Command.                                }
 print c : rtn :  { Enter the number of characters to indent.               }
 esc :            { Return to the document.                                 }
 oa-q : rtn :     { Clear the message on the screen.                        }
 >!
```

How It Works

Mr. Lieberman's macro uses a word processor trick known by many old-time AppleWorks users. That is:

1. Put the cursor in the position where you want the first indented character to appear and note the value that appears after "Column" at the bottom of the screen.
2. Set the Indent Command to one number less than that value. For example, if the display reads: "Line 10 Column 14", the correct indent setting is 13 characters.

Unfortunately, this macro does not work reliably if you change the left margin settings in your documents. The macro uses the <posn> command to read the current *screen* position; it interprets the current screen position as a position relative to the left margin in the printed text. For example, if you are in the tenth column from the left edge of the screen, the macro assumes that you want to indent ten characters from the left margin. This is only true if the left edge of the screen represents the left margin of the current paragraph.

[Keith Johnson is Associate Director of the Fleischmann Planetarium at the University of Nevada.]

[Ira Lieberman is a computer/engineering consultant and is the President of Compu-Art.]

*[This is one of more than 120 macros developed by Mr. Lieberman for **NAUG**'s Macro Library Integrator Disk. That disk, which contains the complete collection of macros and an easy-to-use macro management system, costs $4 (5.25-inch) or $6 (3.5-inch) plus $2 s/h per order from the **NAUG** Public Domain Library. Indicate whether you want the UltraMacros 2.x or UltraMacros 3.x version of this disk. The macros on the disk are not compatible with Ultra 4.]*

*[This macro also appears on this month's **NAUG on Disk**, which costs $10 from **NAUG**. The macro requires either AppleWorks 2.x enhanced with UltraMacros 2.x or AppleWorks 3.x enhanced with UltraMacros 3.x. **NAUG on Disk** requires a 3.5-inch disk drive.]*

Special Offers for NAUG Members

NAUG

NAUG recently negotiated lower prices for Switch-It!, the Apple IIGS application switching program from Sequential Systems. **NAUG** members can now buy Switch-It! for $40.95 plus $3.50 s/h directly from **NAUG**. The price decrease is retroactive; **NAUG** members who bought the program at its earlier $46.95 price should send a copy of their receipt to **NAUG** for a $6 credit.

A review of Switch-It! appeared in last month's issue of the ***AppleWorks Forum***. *[NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965.]*

Family Tree

Robert Merrill recently announced the release of version 4.0 of Family Tree, Mr. Merrill's popular, easy-to-use, stand-alone genealogy program for the Apple II. Family Tree offers easy data entry and comprehensive reporting of family genealogy. Family Tree can import and export AppleWorks data base files. That lets you use AppleWorks to manipulate your genealogical data.

Family Tree 4.0 offers expanded pedigree submission charts with either four or five generation layouts, automatic chart numbering and referencing for full sets of submission charts, support for birth, marriage, and death information with each name in descendant charts, and complete implementation of GEDCOM (GEnealogical Data COMmunication), which lets you share files with all other programs that support the GEDCOM standards.

Family Tree sells for $49.95. Until July 1, **NAUG** members can buy Family Tree 4.0 directly from the developer for $39.95 plus $2.50 s/h (California residents, add $3 sales tax). Include a check or money order and a copy of the back cover of the ***AppleWorks Forum*** with your order; the developer does not accept credit cards. Owners of earlier versions of Family Tree can upgrade to version 4.0 for $10 plus $2 s/h (California residents, add $.75 sales tax).

[Robert Merrill, 6180 Via Real #25, Carpinteria, California 93013; (805) 684-3366.]

How to Fix Your Sticky Keys

by Phil Shapiro

Computer keyboards are exposed to environmental contaminants, dust, and even coffee and Coke. It's no wonder that the keys sometimes get stuck in place or fail to operate properly when contaminants interfere with the mechanical contact between the key and the underlying microswitch.

Fortunately, you can fix many of these problems without professional help. A can of WD-40 spray and some butter knives do the trick nicely. However, the suggestions in this article will void your Apple II warranty. The author of this article *[Ed: and NAUG]* assumes no responsibility for any damage you might cause to your computer.

Figure 1: Removing the Keycap

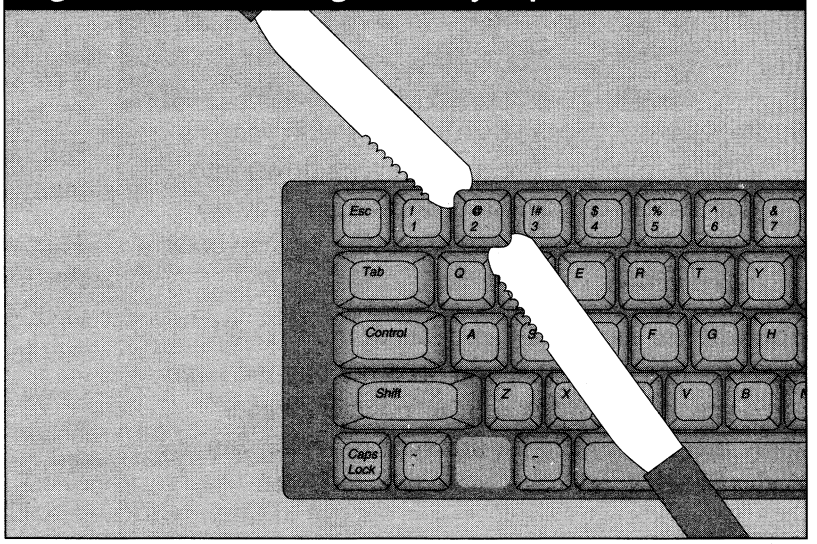
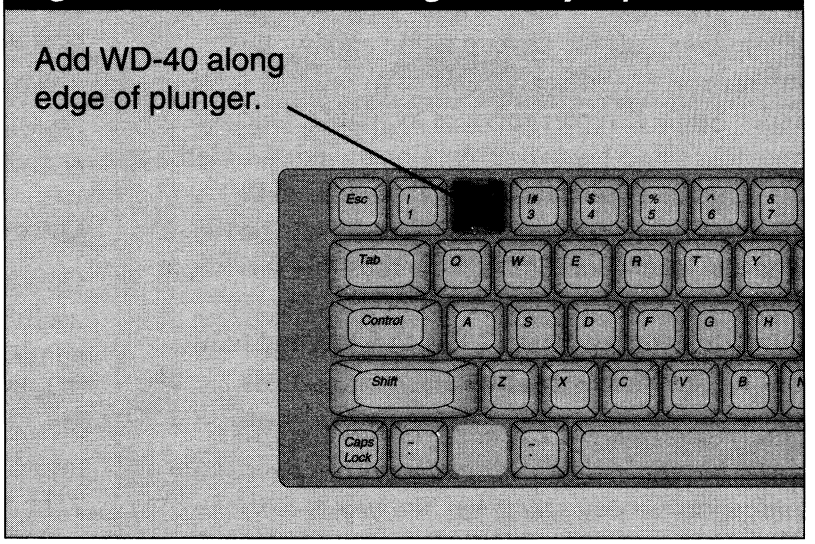


Figure 2: After Removing the Keycap



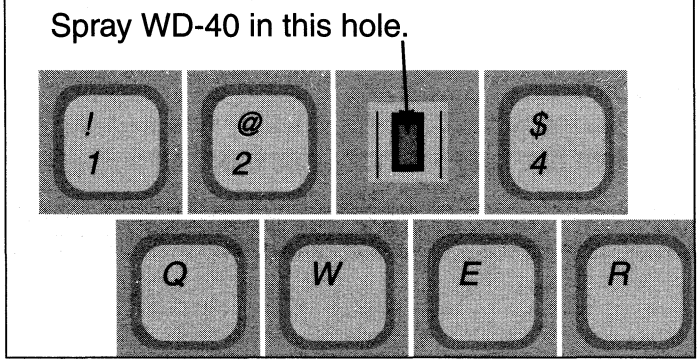
Doing the Repair

Follow these steps:

1. Turn off the computer and unplug the power cord from the wall.
2. Depress the surrounding keys and insert the tips of the butter knives in the upper-left and lower-right corners of the sticky keycap. While working the knives gently underneath the keycap, use a lever action to apply an upward pressure on both edges of the keycap (see *Figure 1*).

   The keycap will pop off and will reveal the key plunger, a round or rectangular piece of plastic that goes up and down with each keypress (see *Figure 2*).
3. Use the thin red plastic "straw" that came with the WD-40 to spray a half-second squirt of WD-40 around the edge of plunger. If the plunger is hollow, squirt another half-second of WD-40 into the hole at the top of the plunger (see *Figure 3*). Then depress and release the plunger two or three dozen times to distribute the WD-40 between the plunger and the keyboard microswitch.
4. Plug in and turn on the computer and check if the key works properly.

Figure 3: After Removing the Keycap



5. Replace the keycap by aligning the keycap with the plunger. Press the keycap down into place with your thumb or forefinger. You do not need much pressure to put the keycap back into position.

You will use such small amounts of the WD-40 spray for this repair that you need not buy the large-sized can. Radio Shack sells a "contact cleaner" spray that is designed for this type of repair. But the Radio Shack spray costs more than WD-40.

A Final Note

If the WD-40 trick does not fix your keyboard, or if you break off the keycap while making this repair, you might consider some of the fine mail-order Apple II repair services available. One service that I find honest, professional, and affordable is Arminius Publications and Products, 8519 Orchard Ave, Merchantville, New Jersey 08109. You can reach Bob Smith, who runs this service, at (609) 662-3420. His office hours are Monday through Saturday from 12 PM to 5 PM and 6:30 PM to 10 PM, Eastern time.

[Phil Shapiro is the President of Balloons Software, an Apple II educational software publishing company. You can reach Mr. Shapiro at 5201 Chevy Chase Parkway, NW, Washington, DC, 20015; (202) 244-2223. GEnie: p.shapiro1; America Online: pshapiro.]

[The author thanks Lorin Evans, President of the Washington Apple Pi user group, for passing along these tips for dealing with sticky keys. Mr. Evans indicates that this same remedy works with Apple IIGS and Macintosh keyboards.]

News and Special Offers for NAUG Members

KansasFest

Resource Central recently announced its plans for the Fifth Annual A2-Central Summer Conference (popularly known as "KansasFest") from July 22 through July 23, 1993. This is an annual gathering of Apple II developers and users attended by such well known names as Tom Weishaar, Roger Wagner, Jay Jennings, Matt Deatherage, Tim Swihart, Bill Heineman, Diz Disbrow, Randy Brandt, and many others.

This year's keynote speaker is Mike Westerfield, President of The Byte Works and developer of the ORCA series of programming languages for the Apple IIGS. The 30 sessions at the conference will cover Applesoft programming, how to create multimedia projects with HyperStudio, programming the Apple IIGS in Pascal and C, IIGS sound and graphics, and AppleWorks macro programming.

Registration for the conference costs $300 before June 1 ($350 after June 1). Room and board rates start at $30 per night. Contact Resource Central for more information.

[Resource Central, Box 11250, Overland Park, KS, 66207; (913) 469-6502; Fax: (913) 469-6507.]

Query

Query is a free, 24-page quarterly newsletter with useful information for computer-using school administrators. Recent articles include "Information Harvesting", "Integrating Dissimilar Hardware on the College Campus", "Fundraising with a Macintosh", "Client-Server Computing and System 7", "The Macintosh in Administrative Computing", and "Information for Internet Users".

School administrators, computer coordinators, and others can qualify for a free subscription by writing on their school letterhead.

[Query, Drawer Q, Sunnyvale, California 94087; (408) 746-2000; Fax: (408) 746-2711.]

Tips for Printing on Envelopes

by Lorne M. Hamilton

I run my own business and use AppleWorks for all my correspondence. My system consists of an Apple IIc and an ImageWriter II printer. Over the past two years I have done all my envelopes using this setup and found the following ideas worked well for me.

1. When feeding an individual envelope into the printer, set the printer to friction feed, insert the envelope in the back of the platen roller, and push the "Form Feed" button. This consistently places the envelope in the same place relative to the print head and eliminates any need to fool with the placement of each envelope.
2. Set up a template to let you use the printer as a typewriter. The template shown in *Figure 1* uses the "Enter Keyboard" option (on the Options Menu) to provide a quick way to print addresses on envelopes. Just insert an envelope in the printer, bring the template onto the AppleWorks desktop, and fill in the blanks when AppleWorks asks for an entry.

Figure 1: Sample Envelope Template

```
File: Generic Envelope                REVIEW/ADD/CHANGE                Escape: Main Menu
=======================<=================================================================
--------Left Margin: 0.7 inches
The Eston Group
P.O. Box 9999
Greensboro, NC  27404
--------Left Margin: 3.0 inches
                        ▒
                        ▒
                        ▒
                        ▒
                        ▒
                       ^▒
                       ^▒
                       ^▒
                       ^▒
                       ^▒
                       ^▒
- - - - - - - - - - - - - - - - - - - - - End of Page 1 - - - - - - - - - - - - - - - - - - - -

-----------------------------------------------------------------------------------------
Type entry or use    commands              Enter Keyboard                    -? for Help
```

Figure 2: Macro that Types Envelope

```
E:<awp><                        { Define the macro.                          }
 oa-C>T<down:down:down:down:    { Copy the address to the clipboard.         }
 input:                         { Let the user highlight more lines.         }
 rtn:                           { Store the address on the clipboard.        }
 sa-1:                          { Mark the file and go to the Main Menu.     }
 rtn>3<rtn:rtn>TempEnv<rtn:     { Set up a "TempEnv" word processor file.    }
 oa-O>pl<rtn>4.2<               { Set the page length so AW ejects the envelope.}
 rtn>lm<rtn>.7<rtn:             { Set the left margin for the return address. }
 >bm<rtn>Ø<rtn:esc:             { Set the bottom margin to zero.             }
 >The Eston Group, Inc.<rtn     { Print the return address.                  }
 >Box 9999<rtn
 >Greensboro, NC 274Ø4<rtn:
 oa-O>lm<rtn>3.5<rtn:esc:       { Set left margin for the recipient's address. }
 rtn:rtn:rtn:rtn:rtn:           { Skip five blank lines.                     }
 oa-C>F<                        { Copy the address from the clipboard.       }
 sa-P:rtn:rtn:rtn:              { Print the envelope.                        }
 oa-Q:esc>4<rtn:                { Go to "Remove Files" on the Main Menu.     }
 $Ø = "TempEnv":find:           { Highlight the TempEnv file...              }
 rtn:up:rtn>Y<                  { ...and remove it from the desktop.         }
 sa-2>!                         { Return to the original file.               }
```

3. Consider using UltraMacros and the macro in *Figure 2* to address your envelopes. The macro

copies the recipient's name and address onto the clipboard, creates a temporary word processor file, copies the name and address into that file, types the envelope, removes the temporary file from the desktop, and returns to the original file. The macro assumes that you did not replace the original <sa-1> and <sa-2> macros in the UltraMacros default set.

Add this macro to your macro set. *[Ed: For the necessary step-by-step procedures, see the sidebar entitled "How to Add a Macro" in the April 1993 issue of the **AppleWorks Forum**.]* Then follow these steps:

A. Type and print your letter normally.

B. Insert an envelope in the printer as described above.

C. Put the cursor on the first letter of the recipient's name and address in the letter.

D. Issue a Solid-Apple-E to invoke the macro. The macro will automatically highlight four lines of text and give you the option of highlighting additional lines if needed.

Eventually I will get a second printer to use with continuous feed envelopes. But until I do, these procedures make it easy to prepare my envelopes with AppleWorks.

[Lorne Hamilton is a businessman from Greensboro, North Carolina.]

*[Ed: A comprehensive article that describes how to print envelopes with AppleWorks appears in the February 1989 issue of the **AppleWorks Forum**.]*

NAUG News

Publication Schedule

NAUG now publishes ten issues of the ***AppleWorks Forum*** annually. Your June/July issue should arrive about June 15, 1993. Your August/September issue should arrive about September 1.

News and Special Offers

Computer Science Syllabus

Computer Science Syllabus is a free, 24-page quarterly newsletter filled with articles of interest to computer science educators. Articles in a recent issue include "A Look at Object-Oriented Development and Structured Programming", "Computer Science at the University of Illinois", "Allan Kay Discusses Computer Science Then and Now", "The Macintosh in Computer Science Research", and "Using Technology to Fight Illiteracy".

Computer science educators should request a free subscription by writing to the company on their school letterhead. *[Computer Science Syllabus, Syllabus Press, Box 2716, Sunnyvale, CA 94087-0716; (408) 773-0670; Fax: (408) 746-2711.]*

GSTape

County Line Technology recently announced the release of version 2.0 of GSTape, a tape backup and restore utility for the Apple IIGS. GSTape provides incremental backup, image backup, and point-and-click selection of files, directories, and volumes. Version 2.0 adds RamFAST support, System 6 and HFS compatibility, backup scripting, timed backups, and a new fast backup mode for ProDOS partitions and streaming tapes.

GSTape requires an Apple IIGS running System 6 and equipped with at least two megabytes of RAM and an Apple SCSI card (Rev. C or high speed) or a ROM 3 RamFAST SCSI card. The program supports Apple 40 megabyte, Teac SCSI 60 or 150 megabyte, Teac SASI (on systems equipped with a RamFAST card), and Archive Viper 150/250 tape drive units.

GSTape sells for $35. Until August 1, 1993 **NAUG** members can buy the program directly from the developer for $25 postpaid; include your **NAUG** membership number and payment with your order, no credit cards accepted. GSTape 1.0 owners can upgrade for $15; include the serial number with your upgrade order. Add $5 for shipments outside the United States. *[County Line Technology, Box 462283, Garland, Texas 75046; (214) 495-7675.]*

Three Commands that Can Improve Your Labels

by Ann Bennett

AppleWorks' ability to print label format reports adds useful flexibility to the program's data base module. The labels format lets you fill in forms or print labels. You can even use labels format reports to print checks if you do your bookkeeping with AppleWorks.

This article describes three commands that add power to the labels format report. You issue these commands with the labels report format on the screen.

Apple-J

The Apple-J command tells AppleWorks to "left justify" the current category. You invoke the "left justify" option by putting the cursor on the first letter of the category name and issuing an Apple-J command. AppleWorks places a "<" mark in front of the category name to indicate that this category is justified.

Figure 1A displays a label format and sample printout without justified categories. *Figure 1B* displays the label format with the Last Name, State, and Zip categories justified.

As you can see from *Figure 1B*, AppleWorks will print the first name, leave one blank space, then print the last name. If the person has a short first name, AppleWorks will move the last name to the left. If the person has a long first name, AppleWorks will move the last name to the right.

Similarly, AppleWorks will adjust the placement of the state and Zip information. The last line will print with the name of the city, one blank space, the state, another blank space, and then the Zip Code. The program will adjust the location of the state and Zip Code information so it accommodates different length city and state names.

Consider these suggestions when you use the Apple-J command:

1. The Apple-J command will not work for the first category on a line; that category will print at the left margin or wherever you place it on the line.
2. Do not type the "<" symbol. Press Apple-J and AppleWorks inserts the symbol on the screen to remind you that the category is left justified.
3. To cancel left justification, put the cursor on the first letter of the category name and issue another Apple-J.
4. Apple-J only works when you have the labels report format on your screen.
5. You must issue an Apple-J command for each category you want to left justify. You generally do not want to justify all the categories in your label.
6. If you delete the first category on a line, AppleWorks removes the Justify Command from all remaining categories on the line. Re-insert those commands as necessary.

Apple-V

There are times when you want to print the category names in addition to the data itself. For example, if you print labels for a drug store, you might want the words "Expiration Date" to appear before the date on every label.

To print the category name, place the cursor on the first letter of the category name and issue an Apple-V command. AppleWorks will display a colon and some sample data after the category name to indicate that the category was Apple-V'd. *Figure 1C* shows the sample label that appears on the screen after you Apple-V the City category.

Figure 1: Report Format Techniques and Samples

	Screen Display	Printed Output
A Basic labels format report (Apple-L)	First Name Last Name Address 1 Address 2 City State Zip	Henry James 123 Main Street Apt 12 Traverse CiMI 99999
B Print data left-justified (Apple-J)	First Name <Last Name Address 1 Address 2 City <State <Zip	Henry James 123 Main Street Apt 12 Traverse City MI 99999
C Display category name with data (Apple-V)	First Name <Last Name Address 1 Address 2 City: Traverse City <State <Zip	Henry James 123 Main Street Apt 12 City: Traverse City MI 99999
D Display heading in label next to data (Apple-V, Apple-N)	To the parents of: Henry <Last Name Address 1 Address 2 City <State <Zip	To the parents of: Henry James 123 Main Street Apt 12 Traverse City MI 99999
E Print standard text not related to data (Apple-V, Apple-N)	First Name <Last Name Address 1 Address 2 City <State <Zip :::DO NOT BEND:::	Henry James 123 Main Street Apt 12 Traverse City MI 99999 :::DO NOT BEND:::

Here are some general guidelines for using the Apple-V command:

1. Do not type a colon on the label format; type Apple-V and AppleWorks will insert the colon. That colon will also appear after the category name on the printed label.
2. An Apple-V'd category takes more room to print because AppleWorks prints both the category name and the data. Make certain you either left justify all remaining categories on the line or leave enough room to print both the data and the category name.
3. You cancel the Apple-V command by putting the cursor on the first letter of the category name and issuing another Apple V command.
4. Apple-V only works when you have a labels report format on your screen.
5. You must issue an Apple-V command for each category name you want to print. There is no command that automatically prints all the category names.

Ideas for Using Apple-V

If you think creatively, you can use AppleWorks' Apple-V command to enhance your labels.

For example, imagine that you have a data base file of children in a school. You want to print labels to the parents of the children, not to the children themselves. That is, you want every label to start with "To the parents of:".

The trick is to use the Apple-N command to temporarily change the name of the First Name category to "To the parents of". That gives you a category called "To the parents of", but the category actually contains the first name of each child in the school.

Then go to the labels format report and issue an Apple-V for that category. The labels format will look like the example in *Figure 1D*. Now the words "To the parents of" will print before each child's first name when you print the labels.

You can also use this technique to print text anywhere on the label. For example, imagine that you want the text "DO NOT BEND" to appear in the lower right hand corner of every label (see *Figure*

1E). Follow these steps to add "DO NOT BEND" to each of your name and address labels:

1. With a data base file on the desktop, use the Apple-N command to rename an extra category or insert a new category into your file. Call the new category ":::DO NOT BEND::". (The colons serve as decorative markers. AppleWorks will add a colon to the end of the category name when you Apple-V the category. That will balance the two colons on the right of the label with the three colons at the beginning of the label.) Make certain there is no data in this category.
2. Put the cursor on the first character in the category name (the first colon) and issue an Apple-V command. A colon will appear at the end of the category name. Now, when you print, ":::DO NOT BEND:::" will print on each label.

Apple-Z

The Apple-Z command lets you view a sample label on the screen. Press Apple-Z anytime you are developing a label format report and AppleWorks will replace the category names with sample data from a label. You can look at the label and determine if it follows the format you desire. If not, issue another Apple-Z command to return to the category names and move the categories around again. The Apple-Z command then lets you look at your new work.

Unfortunately, the Apple-Z command does not show you a sample of the actual printed output. For example, it does not show the effect of your justify commands.

Conclusion

The Apple-J, Apple-V, and Apple-Z commands add power to AppleWorks' labels format report. They're simple, useful tools to help you produce more attractive labels.

[Ann Bennett teaches hearing-impaired and speech-impaired students at Valencia Community College in Orlando, Florida. She also teaches AppleWorks at Winter Park Adult Vocational School in Winter Park, Florida.]

Zip Technology Update

Zip Technology has found a new manufacturer for the company's popular 8-megahertz Zip Chip processors and is once again selling these Apple II+, IIe, and IIc accelerators. According to Zip, the company no longer manufactures and does not stock its original 4-megahertz accelerator.

The 8-megahertz Zip Chip sells for $139. Owners of 4-megahertz processors can upgrade to the faster chip for $99. (**NAUG**'s tests indicate that many AppleWorks functions run four to six times faster on Apple IIe and IIc computers equipped with an 8-megahertz Zip Chip.)

According to the company, owners whose original lifetime guaranteed chips fail can get an immediate upgrade to the 8-megahertz processor for $99. Alternatively, Zip will replace the failed processor with a repaired 4-megahertz unit at no charge, but getting a replacement takes between two weeks and six months.

Zip also continues to manufacture their ZipGSX Apple IIGS accelerator boards ranging in speeds from 7 megahertz with an 8K cache (list: $149) to 10 megahertz with a 64K cache (list: $429). ZipGSX boards are upgradeable; contact the company for upgrade information and pricing.

Finally, Zip now sells a slot-based hard drive that fits in the peripheral slot of an Apple IIe or IIGS computer. The ZipDrive has low current draw and does not require a fan, separate interface card, or power supply. The drives come in 20, 40, 60, and 130-megabyte capacities that cost $299, $399, $499, and $599 respectively.

Until August 1, **NAUG** members will receive a 5% discount on all items purchased directly from Zip. Identify yourself as a **NAUG** member and provide your **NAUG** membership number to qualify for this special discount.

[Zip Technology, 5601 W. Slauson Avenue, Suite 283, Culver City, CA 90230; (310) 568-2002; Fax: (310) 568-2005.]

New Disks in the NAUG Public Domain Library

New NAUG Catalog

NAUG recently released its new 64-page 1993-1994 Public Domain Library Catalog. This catalog lists more than 200 disks filled with AppleWorks-compatible templates, utilities, fonts, graphics, and other useful products. The catalog describes more than 50 new disks added to the **NAUG** library since the publication of last year's catalog.

NAUG's Public Domain Library Catalog costs $5, which includes first class postage within the United States. The catalog also includes a $2 discount coupon valid on your next order of disks from the **NAUG** library. International orders by credit card only; international postage is additional.

Bunker.Ware Highlights

NAUG is now shipping version 1.1 of the Bunker.Ware Highlights disk prepared for **NAUG** by Karl Bunker. The Bunker.Ware disk includes more than 750K of useful freeware and shareware utilities, desk accessories, games, and other applications to help you enjoy and be more productive with your Apple II computer. A description of the files on this disk appears on page 26 of the December 1992 issue of the ***AppleWorks Forum***.

The latest version of the Bunker.Ware disk includes an improved version of Mr. Bunker's File-A-Trix file utility CDA (Classic Desk Accessory) that lets you catalog disks and folders, copy, delete, rename, and lock/unlock files, create new folders, view text files, and initialize disks; all without leaving your current 8-bit or 16-bit application. This is a valuable accessory for AppleWorks and AppleWorks GS users who cannot perform many of these functions without quitting the application.

The updated Bunker.Ware Highlights disk also includes a new game: Ant Wars.

Bunker.Ware comes on a 3.5-inch disk and costs $6 plus $2 s/h *per order* from **NAUG**. Many of the files on this disk require an Apple IIGS computer running GS/OS 5.04 or later.

PostalCoder GS

The **NAUG** Public Domain Library now includes PostalCoder GS, a set of professional-quality AppleWorks GS mail list management and postal bar code templates. PostalCoder GS makes it easy to use AppleWorks GS to maintain your mailing lists and address envelopes. PostalCoder GS automatically prints the correct postal bar code for all records that contain a nine-digit Zip code.

AppleWorks GS users will also appreciate looking at the design of PostalCoder. It is a first-rate product that uses many of the features built into AppleWorks GS. Complete documentation appears in an AppleWorks GS word processor file on the disk.

PostalCoder GS requires AppleWorks GS and an Apple IIGS computer and printer capable of running that software. The documentation describes how to use the program with ImageWriter, Hewlett-Packard Deskjet printers (using the Harmonie drivers from Seven Hills), and Apple LaserWriter IINT, NTX, and Personal LaserWriter NT printers.

PostalCoder GS is shareware. You send the author, Ray Bailey, $5 ($10 if you are not a **NAUG** member) after you get this disk from **NAUG**.

The PostalCoder disk also includes Paper Saver, Steve Cole's easy-to-use Apple IIGS New Desk Accessory (NDA) that lets you control the movement of paper in your ImageWriter printer. Paper Saver is shareware, you send the author $5 if you use this accessory.

PostalCoder GS comes on a 3.5-inch disk and costs $6 plus $2 s/h *per order* from **NAUG**.

Task Cards

Educators who run activity-oriented classrooms will appreciate Ira Garvin's new Task Cards disk.

Task Cards includes a set of AppleWorks GS data base and page layout templates that let you print 3-inch by 5-inch "task cards"; cards with descriptions of tasks and objectives for individual and small groups of students. The disk includes sample cards, tests, and graphics for a high school course in American government. You can adapt the templates on this disk for your own classes.

Task Cards, which requires an Apple IIGS running AppleWorks GS, comes on a 3.5-inch disk which costs $6 plus $2 s/h *per order* from **NAUG**.

Our thanks to Ira Garvin for developing this disk for **NAUG**.

TextMaster

Roy Barrows' new TextMaster disk contains five macro-based utilities and four templates that make it easier to insert long or complicated blocks of text into data base and spreadsheet files. The utilities on the disk include:

ADD.TEXT.DB, which links any existing data base file with a temporary word processor file that you can use to type long strings of word wrapped text directly into data base categories.

ASP.ADD.TEXT, which performs the same function for AppleWorks spreadsheet files.

AWP.STRINGS, which lets you move word wrapped text between the three modules.

STRING.TOOLS, a menu-driven utility that uses templates on the disk to add boxed text to spreadsheet and data base files.

T.CONVERT, which lets you insert existing word processor text into a data base file.

The TextMaster disk also includes four templates that let you insert attractively formatted text in stylized "boxes" into any of the three AppleWorks modules. Each template serves as its own demonstration and includes the necessary operating instructions. AWP.STRING uses these templates to transfer the text between modules.

The TextMaster disk includes both TimeOut and task file versions of each utility, word processor files with annotated copies of the macros, and documentation in AppleWorks word processor files on the disk. The disk includes both UltraMacros 3.1 and Ultra 4 versions of the macros and requires AppleWorks 3.0 enhanced with UltraMacros 3.1 or Ultra 4.1 or later.

Our thanks to Roy Barrows for developing this disk for **NAUG**.

How to Get Disks

Unless otherwise noted, all disks are available in both 5.25-inch ($4) and 3.5-inch ($6) format, plus $2 s/h *per order*. Order from: Public Domain Library, **NAUG**, Box 87453, Canton, MI 48187; (313) 454-1115; Fax: (313) 454-1965. **NAUG** accepts Visa and MasterCard.

All **NAUG** disks (except system disks provided by Apple Computer) are also available for downloading from **NAUG**'s electronic bulletin board (the Electronic Forum), and from the **NAUG** areas on CompuServe, America Online, and GEnie.

Seniors Helping Seniors

More Seniors Helping Seniors Volunteers

Please add the following names to your list of **NAUG** Seniors Helping Seniors consultants:

Lowell V. Heisey, 22 College Woods Drive, Bridgewater, Virginia 22812; (804) 828-6328.

Ronald R. Lund, 11265 Goose Egg Road, Alcova Route, Casper, Wyoming 82604; (307) 472-0304.

We wish we had the space to publish the credentials and convey the modesty of the volunteers for this program. For example, Dr. Heisey, who has six years experience with his enhanced Apple IIe and recently retired after 40 years of teaching college chemistry, describes himself as an intermediate level AppleWorks user.

Our thanks to these and the many other **NAUG** volunteers who help the AppleWorks community.

Technical Information Available from NAUG

NAUG maintains a library of important technical information produced by **NAUG**, Apple Computer, Claris Corporation, and other Apple II developers. Available publications include the following:

Apple Education Technology Consultants: The names and addresses of Apple's 12 Educational Consultants throughout the country. Useful for educators and software developers interested in reaching these field representatives. 3 pages. Free. Send a self-addressed, stamped envelope with 29 cents postage (SASE; 29 cents).

Apple II File Type Notes: Descriptions and technical specifications for each of the Apple-approved file types for Apple II computers. This is important information for software developers. 200 pages, 3-hole punched. Developed by Apple Computer. $20 plus $3 s/h.

Apple II Technical Notes: Technical information about Apple II computers and peripherals. This is Apple's "bible" for hardware and software developers. 700+ pages, 3-hole punched. Developed by the Developer Support Group by Apple Computer. $40 plus $5 s/h. Also available in text files on three 3.5-inch disks for $18 plus $2 s/h.

Apple IIGS: Apple Access II Setup and Startup: Describes how to run Apple Computer's Apple Access II communications program on Apple IIGS computers. 2 pages. Free. SASE; 29 cents.

AppleTalk on the Apple II Workstation: Describes AppleTalk protocols and other items of interest to users of Apple II computers connected to an AppleTalk network. 6 pages. $2 postpaid.

AppleWorks 3.0 Entry Points: Describes the "hooks" built into AppleWorks 3.0. Important information for developers of AppleWorks add-ons and high-level macro programmers. Interesting information for expert AppleWorks users who know Assembly Language. 44 pages. Developed by Claris Corporation. $12.50 postpaid.

AppleWorks Command Cards: Two-color, two-sided cards that remind users of the different AppleWorks commands. Printed on heavy duty card stock. $5.95 per pack of 20; postpaid.

AppleWorks File Formats: Describes how the different versions of AppleWorks store their data on disk. Important information for programmers and developers of AppleWorks enhancements. Also interesting to expert AppleWorks users. 27 pages. Developed by Claris Corporation. $10 postpaid.

AppleWorks GS Word Processor File Formats: Describes the format used by AppleWorks GS to store its word processor files on disk. Useful for anyone who wants to develop AppleWorks GS add-ons and translators. 8 pages. Developed by Claris Corporation. $2 postpaid.

AppleWorks Printer Codes Wall Chart: An attractive 35-inch by 25-inch two color chart with the codes necessary to use more than 100 different printers with AppleWorks. Also includes a summary of the AppleWorks commands. Designed for a computer laboratory, classroom, or consultant's office. Also an attractive gift for an AppleWorks user. $6.95 postpaid.

Foreign Language Keyboard Templates: Shows the different foreign language keyboard layouts you can configure from the Apple IIGS Control Panel. Useful information if you work in foreign languages on your IIGS system. 11 pages. $4 postpaid.

GS/OS 5.0.4 Release Notes: Technical information about GS/OS 5.0.4. Useful for developers who want their products to be compatible with the previous version of the Apple IIGS operating system. 21 pages. Developed by Apple Computer. $5 postpaid.

How to Get Started with the Data Base: Takes you step-by-step through the process of creating your first data base. Designed for self-instructional laboratories, for individual learners, and for group instruction in a computer laboratory. 22 pages. Written by Cathleen Merritt for **NAUG**. $5 plus $1.50 s/h.

How to Get Started with the Spreadsheet: Thirteen lessons that take you through the process of creating, editing, and printing a spreadsheet. Starts with introductory information and moves through the intermediate level of spreadsheet design. 64 pages. Written by Warren Williams and Cathleen Merritt for **NAUG**. $7.50 plus $1.75 s/h.

Mathematics – Algebra Worksheets: Sample printouts of tests and worksheets you can create with **NAUG**'s Algebra disks. Demonstrates the complex documents you can prepare with AppleWorks. Developed for **NAUG** by Mitchell Bernstein. 4 pages. Free. SASE; 29 cents.

Mathematics – Circles and Graphs: Sample printouts of tests and worksheets you can prepare with the Circles and Graphs disks in the **NAUG** Public Domain Library. Demonstrates some of the unusual graphics you can create with AppleWorks. 8 pages. Developed for **NAUG** by Mitchell Bernstein. Free. SASE; 29 cents.

Mathematics – Geometry Worksheets: Sample printouts of tests and worksheets you can prepare with **NAUG**'s Geometry disks. Demonstrates how you can use AppleWorks to draw shapes and prepare sophisticated mathematical documents. 2 pages. Developed for **NAUG** by Mitchell Bernstein. Free. SASE; 29 cents.

Mathematics – Trigonometry Worksheets: Sample printouts of tests and worksheets you can prepare with **NAUG**'s Trigonometry disks. Demonstrates how you can use AppleWorks to prepare sophisticated mathematical documents. 2 pages. Developed for **NAUG** by Mitchell Bernstein. Free. SASE; 29 cents.

Panasonic KX-P1124i Codes: A list of the codes necessary to use the Panasonic KX-P1124i printer with AppleWorks. Compiled for **NAUG** by Dr. G. D. Norsworthy. 1 page. Free. SASE; 29 cents.

Panasonic Printer Codes: Describes how to configure AppleWorks so you can use many of the features available on Panasonic dot matrix printers. Does not include the Panasonic KX-P1124i. Developed for **NAUG** by Stan Hecker with enhancements by Richard Martone. 7 pages. Free. SASE; 52 cents.

Pointless Font Samples: Printed samples of more than 200 different TrueType fonts that work with Pointless. Cross-indexed so you can find the font in the **NAUG** library. Helps you select the right fonts for your documents. 9 pages. $2 postpaid.

SuperFonts/Apple IIGS Font List: A list of the hundreds of fonts in the **NAUG** library that you can use with Apple IIGS programs like AppleWorks GS or with TimeOut SuperFonts-enhanced copies of AppleWorks. 6 pages. $1 postpaid.

Troubleshooting a LocalTalk or Macintosh-Based Network: Describes how to identify the source of problems on AppleTalk networks. 11 pages. $2 postpaid.

NAUG also maintains a library of back issues of the ***AppleWorks Forum***. Send **NAUG** a business-size SASE with 52 cents postage for a description of the available issues.

AppleWorks News

ClarisWorks 2.0 Now Shipping

Claris Corporation is now shipping ClarisWorks 2.0, the first major upgrade to the company's integrated program for the Macintosh.

ClarisWorks can import and export AppleWorks word processor files and can read AppleWorks data base and spreadsheet files.

ClarisWorks 2.0 lists for $299, but AppleWorks users can buy the program for $129 directly from Claris.

Complete information about ClarisWorks 2.0 appears in the April 1993 issue of the ***ClarisWorks Journal***, the newsletter published by **NAUG**'s sister organization, the ClarisWorks Users Group. *[Claris Corporation, Box 3023, Salinas, California 93912; (800) 544-8554; Fax: (408) 655-6083.]*

Help with Printers and Peripherals

by Nanette Luoma

Each month, the *AppleWorks Forum* lists the member-volunteers who offer technical support for AppleWorks products. This month's list identifies the volunteers who can answer questions about printers and periphierals. Next month's list will identify volunteers who can answer questions about desktop publishing and financial software.

How to Use this List

Use this month's list to find volunteers who will answer your questions about printers and peripherals. To the left of each volunteer's name are numbers indicating the enhancments that consultant supports.

1 = 3.5-inch Disks
2 = Apple IIe Card and Software
3 = Floppy Disks
4 = Hard Disk Drives
5 = PC Transporter
6 = RamFAST Card
7 = Vulcan Drives
8 = Custom Printing Effects
9 = Epson Printers
10 = HP Inkjet Printers
11 = HP Laserjet Printers
12 = ImageWriter Printers
13 = Laser Printers
14 = Panasonic Printers
15 = Printer and Interface Cards

		City	Home	Work
Alabama				
1,3,7,8,12,14,15	David A. Normand	Fairhope	205-928-2588	
Arizona				
8,15	Clay Evitts	Tucson	602-885-9789	602-296-5491
California				
1,3,4,9,15	James P. Davis	Hayward	510-489-7024	
1,4,12	Cary Hellman	Walnut Creek	510-945-1290	
1,3,4,12	Terence Higgins	Newark	510-745-7884	415-593-2500
1,9	Alan E. Kahn	San Anselmo	415-457-9827	
7,12	Lucien Lacour	Port Hueneme	805-382-1659	
1,3,4,6,10,12	Will Nelken	San Rafael	415-459-0845	415-456-1798
Colorado				
1,3,4,12	Lyle Graff	Littleton	303-794-5970	303-977-4557
1-3,9,12,13,15	Geoff Hollingsworth	Morrison	303-697-9227	303-760-4345
1-5,8-10,14,15	Stephen Reiss	Aspen	303-923-6172	303-923-6172
Connecticut				
4	Sandra Navarra	Danbury	203-743-3533	203-797-4778
12	LynnErna Niebergall	Cornwall Bridge	203-672-6389	
Florida				
1-7,12	Henry Clay Bailey III	Jacksonville	904-744-2499	904-725-3477
12,13	Ann Bennett	Orlando	407-843-0545	407-647-6366
1,3,4,6,12	Robert J. Booz	Port Richey	813-868-1802	
9,12	Thomas J. Stanius	Miami	305-378-6953	305-375-2095
1,3-7,8,9,12,14,15	Jeff Strichard	Ft. Lauderdale	305-587-9590	305-977-4991
Georgia				
12	Anne Irwin	Rockmart	706-684-8454	
1,3,4,12	Rick White	Stone Mountain	404-469-0521	404-616-3350
Idaho				
1-3,12	Donald H. Campbell	Lewiston	208-743-9639	208-743-8589
Illinois				
4,5	William Davis	Hinsdale	708-655-9142	708-887-1730
1,3,9,12	David Grayson	Oak Park	708-848-0946	708-573-2760
1,3	Charles Jonaitis	Wilmette	708-256-7871	
1,11	Howard Katz	Batavia	708-879-5818	708-246-4900
3,4,6,9,15	Scott Peterson	DeKalb	815-748-3876	
Indiana				
1,3,4,12	Donald Corson	Memphis	812-256-3517	502-473-3036
1,3-6,12	Jack Countryman	Greensburg	812-663-4998	
7,10	Don Wood	Madison	812-265-3080	
Iowa				
1,3,14	Keith King	Ft.Madison	319-372-9521	319-753-6561
Louisiana				
1,3,4,9,12,15	Charles Fryling, Jr.	Baton Rouge	504-766-3120	504-388-1473
Maryland				
13	Gary Hayman	Greenbelt	301-345-3230	
12	Tony Mattern	North East	410-658-4799	410-658-5535
1,3,4,9,11,12	Michael Spurrier	Baltimore	410-298-0263	410-396-0775
Massachusetts				
4,5	Rick Paula	Barre	508-355-4475	508-355-5045
Michigan				
14	George Calder	Livonia	313-455-0045	
1,3,12,15	James T. Clark	Wyoming	616-243-8361	
Minnesota				
1-4,7,8,10,12,13	James Hirsch	Coon Rapids	612-421-8393	612-422-5572
Montana				
1,3,4,8,12,15	Steve Bernbaum	Shepherd	406-373-6393	
Nevada				
1,3-5,7,12,13,15	Keith Johnson	Sparks	702-626-2543	702-784-4812
New Hampshire				
1-5,9-15	Andy Albert	Bethlehem		603-823-7411
1-4,8,9,12-15	Paul Cuetara	N.Hampton	603-964-8343	603-964-8343
New Jersey				
8,12	Mitch Bernstein	Medford	609-654-1356	
1,3,8,12	Pete Crosta	Nutley	201-667-6369	201-677-4019
1,3,6,15	Gary Hansen	Highland Park	908-819-0017	
New Mexico				
1,3,4,7,12	Paul Edwards	Las Cruces	505-525-2708	
New York				
1,3,4,8,12,15	William C. Bates	Tonawanda	716-834-5428	
1,3,4,12,13	Bob Beer	Coram	516-928-6870	
1-4,7,12	Ira M. Garvin	Oakdale	516-563-1253	516-489-7620
1,3,8,14	Gary C. Walters	Hamburg	716-941-5442	
Ohio				
1,3,4,12,15	Jason Chao	Cleveland Heights	216-321-5451	215-844-3791
1,3,4,12	Tom Gwilt	Conneaut	216-593-2216	
5	Stephen Hartz	Crestline	419-683-4593	

Members Helping Members...

		City	Home	Work
Oklahoma				
1-3	M.Coleman Hull	Oklahoma City	405-722-2066	
Oregon				
1-4,12,13,15	Jim Emig	Portland	503-771-1916	503-280-5676
1,4-6,10,12	Richard Millus	Medford	503-772-9787	
Pennsylvania				
1,3,4,7,12	Claude W. Davis, Jr.	Stewartstown	717-993-6874	717-845-3571
1,3,4,12	Hal Shapiro	Eagleville	215-630-8936	
1,3,12,14	Marvin Tubbs	Union City	814-438-7281	814-438-3441
Rhode Island				
14	Richard A. Martone	Warwick	401-739-8698	
1,12,15	Don McCabe	Saunderstown	401-294-6256	508-636-2611
South Carolina				
4	David R. Kerwood	Charleston	803-766-7902	803-743-3130
Tennessee				
1,4,12	Joel Goldman	Nashville	615-352-3617	615-352-8676
Texas				
1,3,12	B.H. Hinshaw, Jr.	Arlington	817-274-2740	214-670-2119
1,3,4,6,10,12	Ramon F. Merlin	San Antonio	210-496-5331	
1,3,4,6,7,9,12	Bud Simrin	Fort Worth	817-246-0859	
Vermont				
1,3,12,13	Douglas C. Corey	Middlebury	802-388-6209	802-388-4021
4,12	John Nunnikhoven	Weston	802-824-6286	
Virginia				
10,12	Franklin C. Baer	Harrisonburg	703-432-9230	703-433-8652
1-3,12	Ellen Nesbit	Virginia Beach	804-496-8931	804-366-4545
1,3,4,8,12	Wayne Sheffield	Virginia Beach	804-340-6799	
Washington				
1,3,4,12	Kent Hayden	Tacoma	206-566-9467	206-931-2669
Wisconsin				
4,12	Peter W. Lee	Milwaukee	414-344-6807	414-229-6528
1,4,5,7,9,12,15	Lucas Mikkelsen	Glen Flora	715-322-5633	715-532-5511
Australia				
1-4,7,12	D.E. Bruce	Caringbah, NSW	612-527-4731	612-524-3859
1,3,4,7,9,12,15	Nicholas Pyers	Elsternwick	613-593-2115	
Brazil				
1-3,9,11	Paulo Chachamovich	Porto Alegre	051-226-4358	051-225-4778
Canada				
5	Salvatore Latella	London, Ont.	519-641-1510	
8,12,14	Jim Low	Toronto, Ont.	416-690-3943	
1-6,9,10,14	Jean Guy Mariage	Montreal, Que.	514-922-4566	514-252-2541
1,3,4,6,10,12	Trudy Young	Toronto, Ont.		416-449-9400
England				
1,4,6,10,12	Andrew C. Letchford	Crownhill, Ply.	0752-770-178	
France				
1-4,12,15	Henry Marsh	Fontenay Aux Roses	43.50.27.45	
3,4,14	Alain Zimmermann	Palaiseau	1 69 31 07 64	1 49 78 02 88
Israel				
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